



FREQUENTLY ASKED QUESTIONS

<i>Questions</i>	<i>Answers</i>
Instructions and Forms	
How can I get another copy of the 2002 California Supplemental Instructions and Forms and/or the 2001 HWR Instructions and Forms ?	You can download the 2002 AFR California Supplemental Instructions and Forms from www.dtsc.ca.gov/database/ Publications/forms_index.cfm , and the 2001 HWR Instructions and Forms from U.S. EPA's web site at: www.epa.gov/epaoswer/hazwaste/data/brs01/ins-frms.pdf If you do not have Internet access, contact us – see page 20.
Where can I find the most current EPA Flat File Specifications?	Go to U.S. EPA's website at www.epa.gov/epaoswer/hazwaste/data/brs01/8-01spec.pdf
Who Is Required To File?	
Who is required to submit a 2002 AFR?	Generally, only permitted Facilities (TSDFs) . See page 5 for clarification.
Are Small Quantity Generators (SQGs) and Large Quantity Generators (LQG's) required to file?	No, if they only generated waste and did not treat, store, or dispose of waste. See page 5 for clarification.
Are "California Only" handlers required to file?	No. See page 5 for clarification.
I just bought this company. Am I required to file?	Yes. You should have received records of past hazardous waste handling activity from the previous owner. Contact the transporter for missing copies of manifests.
I am no longer generating hazardous waste. Am I required to file?	No. If you ceased all operations and all clean up prior to January 1, 2002. Submit an Exemption Form (Appendix D).
How do I submit an exemption?	Submit an Exemption Form, (Appendix D).
Workshops/Training	
Are workshops or training sessions going to be given?	No. Most Facilities (TSDFs) can complete the report if they read the instructions thoroughly. Assistance is available if necessary. See page 20.
Where do I get for help with the software?	Check out the Waste Reporter Software Guide in Appendix K, and the Software Tips on page 22.

Reporting Information	
Is wastewater reported?	No. If the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Call (916) 322-2880 for clarification.
Is universal waste reported?	No. Universal waste is exempt and is not reported.
Do I report waste with a heating value above 3,000 BTU or 1% VOC?	No. Not required. See page 9.
Where can I find a list of RCRA (U.S. EPA) codes and other code lists?	See APPENDIX E-I of the 2002 California Supplemental Instructions .
Where can I find a list of Units of Measure?	See page 14 of the 2002 California Supplemental Instructions .
I submitted a 2001 HWR. Do I need to submit the 2002 AFR as well?	Generators No. Facilities Yes. Facilities that meet the criteria for filing the 2002 AFR on page 1 must do so regardless of having filed the 2001 HWR.
How can I tell if I am exempt?	See page 5 and 21 of the 2002 AFR California Supplemental Instructions .
I can't find all of my records? Will AFR Staff give me copies of my missing manifests?	No. Contact the previous owner or the transporter to obtain missing manifests.
How do I submit my report?	By mail, using the address on page 20. Complete the Cover Sheet on page 7 before mailing your report.
Can I fax my report to meet the deadline?	No. Submissions must contain original signatures and must be postmarked, not received , by the deadline. Submissions should include an electronic version of the report as described on page 20.
Internet	
Is information available on the Internet for the 2002 AFR and/or the 2001 HWR?	Yes. See page 20 for downloading 2002 AFR Instructions and AFR Forms, 2001 HWR Instructions, EPA Flat File Format, 2001 Waste Reporter Software, and Adobe Acrobat Reader.
Can I email my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette attached.
Software	
Where can I get the Waste Reporter software?	www.environ.com/partners/California/CAWR.htm
How do I use the software?	See User Guide, Appendix K, and Tips on page 23.
What if I can't see the right hand scroll bar?	Resize your monitor resolution to 1024x768 .